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ABSTRACT

The official administrative guidelines for the relationship between departmental resource centers and centers in the Quincy, Massachusetts school system are specified. Resource centers are defined, their functions listed, relevant administrative responsibilities identified, and budget and ordering procedures detailed. Parallel specifications are provided for media centers, and further directions are given for the purchase and housing of their materials, for circulation procedures and for information retrieval. (PB)

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ADMINISTRATIVE GUIDELINES

FOR

THE RELATIONSHIP BETWEEN DEPARTMENTAL

RESOURCE CENTERS AND MEDIA CENTERS

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June 1973

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PREFACE

The relationship between departmental resource centers and media centers was originally spelled out in a working paper by Mr. Gillis and myself, dated March 28, 1973. This was revised.

This version is the result of the meetings I held, including department heads, principals, assistant principals, Mr. Gillis, Mr. Piche, and, additional deliberation and discussion by others, including the Superintendent.

Dr. Creedon has informed me that he finds this version satisfactory.

This paper is to be considered as official administrative guidelines for the relationship between departmental resource centers and media centers.

If after working with these guidelines it is found that some revisions are necessary, please notify me in writing.

Arthur S. Woodward

July 20, 1973

THE RELATIONSHIP BETWEEN
DEPARTMENTAL RESOURCE CENTERS
AND MEDIA CENTERS

RESOURCE CENTER DEFINITION -

A resource center is a space designated to provide students with additional opportunities for learning through skill development and individual enrichment using specialized equipment and resources related to a specific discipline.

RESOURCE CENTER FUNCTIONS -

As an intermediate step between the classroom and the centralized media center a resource center's functions may be many and varied but ought to include

1) enrichment learning experiences in a specific discipline area which require specialized equipment and materials
2) skill development
3) peer learning
4) tutorial learning
5) some diagnostic procedures in the discipline
6) learning experience in the discipline specifically prescribed for a particular individual
7) testing

RESOURCE CENTER ADMINISTRATIVE RESPONSIBILITIES -

Discipline resource centers will be established and operated if the Instructional Planning Team discipline coordinator, the department head, and the principal are committed to the fiscal planning necessary to provide for sufficient resources and adequate full-time staffing. An assumption is made that the teachers in the discipline will take a professional interest in staffing the resource center.

Generally, the person immediately responsible for executing the administrative responsibilities of the resource center will be the department head.

These administrative responsibilities include:

1) maintaining a complete and up-to-date inventory of all equipment, learning materials, furnishings, and supplies purchased for or assigned to the resource center
2) supervision of staff assigned to the resource center, which includes clerical and/or paraprofessional personnel, as well as teachers assigned resource center duty
3) student use of the resource center
   a) for some students' elective time
   b) optional student time
4) providing proper security for equipment, materials, and supplies in the resource center as well as adequate procedures for circulating them.

The Department of Library Services will provide consultant assistance to department heads in developing circulation and information retrieval systems.

RESOURCE CENTER BUDGET AND ORDERING PROCEDURES -

The Instructional Planning Team discipline coordinator will work with the department to provide for the needs of the resource center on the Budget Programming Sheets. The ordering procedures will follow those established or accepted by the Business Office of the Quincy Public Schools.*

Budget category definitions will be those accepted by the Learning Management Team and the Instructional Planning Team in 1970. Consultation on the selection and evaluation of materials and equipment will be provided by media center personnel.

MEDIA CENTER DEFINITION -

A learning center in a school where a full range of print and audio visual media in all disciplines, necessary equipment, and services from media specialists are accessible to students and teachers.

MEDIA CENTER FUNCTION -

A description of the media specialist and his function in a centralized media center is available in the paper by A. C. Gillis, The Role of the Media Specialist in the Quincy Public Schools, January 1972.

MEDIA CENTER - PURCHASING AND HOUSING -

1) Materials cataloged and inventoried by the media center will be housed primarily in the media center. They may be signed out to resource centers on an extended basis if it is determined that they can better serve the teaching-learning process there.

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*Procedures for ordering audio visual materials, equipment, and supplies are available from the Library Services Department through media center personnel.

2) Materials intended for permanent shelving in department resource centers will be ordered through the discipline coordinator's budget programming sheets or principal's text budget.

   a) the media center, whenever desirable, will purchase and process for use in the media center duplicates of materials of cross-disciplinary value.

3) Skills materials and programmed instruction materials presently housed in the media center will be placed on an extended basis in a department resource center at the request of the department head.

   a) replacement of all or any part of these materials will be the responsibility of the department head.

   b) the media center will not include skills materials (covering drills, techniques, procedures peculiar to a specific discipline) in its budget considerations.

4) New audio visual equipment intended to be used and housed in resource centers will be requested on the budget programming sheet of the appropriate coordinator, if such equipment is not already available from the media center.

5) In order to insure maximum use of equipment in a building the policy of sharing set forth in Administrative Bulletin No. 2: 1971-1972, Appendix C, "Audio-Visual Equipment Policy" will be followed.

6) Library and audio visual supplies to be used in the media center for media-center processing and programs will be ordered through the Department of Library and Media Services budget and stored in the media center.

7) Circulation and audio visual supplies to be used by the department and/or stored in the resource center will be ordered either through the discipline coordinator's budget programming or the principal's building supply budget.

MEDIA CENTER - CIRCULATION PROCEDURES -

1) Media center materials will circulate to individuals for a one-three-five day or two week period according to current practices.

   a) the media center department head has the responsibility to limit the amount of materials charged out to any student, teacher, or resource center if it is known that other demands are being made for these materials.

   b) teachers signing out materials from the media center and assigning them to departmental resource centers assume responsibility for the materials.

   c) materials circulated to resource centers may be recalled to the media center reserve if another request of a higher priority for those materials is received.

2) Periodicals selected for the media center will be those indexed in standard library indexing works like the Readers' Guide to Periodical Literature and those of general interest.

Periodicals with specialized content (peculiar to a specific discipline) will be purchased through discipline resource center funds and housed in the resource center.

3) Unindexed periodicals of special subject interest or relevance - other than the current issue - may be deposited in departmental resource centers.

INFORMATION RETRIEVAL -

1) An information retrieval system based on current cataloging practices and upon the forthcoming coding system for the Student Centered Learning System will be used.
2) The Department of Library and Media Services will be responsible for setting up the information retrieval system and for training in the use of all equipment both media center personnel and resource center personnel in order to implement the system.
3) Materials purchased by and intended to be housed in the media center will be cataloged and processed by media center personnel.
4) Materials purchased by and intended to be housed in the resource centers will be cataloged by resource center personnel.
5) Each media center will maintain, in addition to its card catalog, a union catalog of the holdings of the various resource centers in the buildings.

Arthur C. Gillis
Arthur S. Woodward
June 1973